faces not numbers

Handset user guide

ATA connected handset

Making Calls
Internal - Lift handset and dial the internal extension number (i.e. 3xx).
External - Lift the handset and dial the full external number, including the area code.

Placing a Call on Hold
While engaged in one call:
Press the flash-hook or recall key on the phone.
To resume the held call, press the flash-hook or recall key.

Transferring a Call
While engaged in call to be transferred:
Press flash-hook or Recall button on phone. The initial call is held.
Enter the complete phone number or extension of party to receive call. You can press # to signal the end of the phone number or extension.
All parties are connected.
Hang up handset to drop out of the call and connect the other two parties.

Group Call Pickup
To pick up (answer) a call directed to another phone:
Lift the handset and dial ***98**. You will be connected to the caller.

Do Not Disturb
Dial Feature Access code ***78** to enable/***79** disable. Your incoming calls will follow any busy call forward settings that are configured.

Redial
Lift telephone handset. Press the assigned code ***66**.
The last outgoing phone number is redialled.

Three-way Conference
While engaged in one call:
Press flash-hook or Recall button on phone. The initial call is held.
Enter the complete phone number or extension of third party. You can press # to signal the end of the phone number or extension.
When the call is connected, press flash-hook or recall again. All parties are connected in a three-way call.
To drop the add-on party, press the flash-hook again.
NOTE: If either of the two other parties hangs up, your call with the remaining party is intact. If you hang up, the other two parties remain connected.

Call Forward
You can forward all calls, when busy or when there is no answer. Configure these settings through Toolbar or Feature access codes:
Dial relevant code plus telephone number to enable. Dial relevant code to disable.
C/Fwd Always - ***72** enable/ ***73** disable
C/Fwd on Busy - ***90** enable/ ***91** disable
C/Fwd no answer - ***92** enable/ ***93** disable
(Use ***610** to determine the number of rings before the call is forwarded)

Call History List
To view the Call History lists:
Access the Toolbar if available.

Message Waiting Indicator
You will receive stuttered dial tone when a message has been received.

Accessing Voicemail
To listen to your messages or to change your features, lift the handset and dial the Voice Portal ***62**.